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ABSTRACT

Designed as an operating blueprint for Fox Valley Technical Institute's (FVTI's) economic development efforts, this guide incorporates the necessary operation procedures, descriptions, and resources for those involved in FVTI's effort to assist existing businesses to expand and to attract new businesses to the area. Introductory material describes the goals of economic development as maintaining or increasing the number of jobs, assisting in improving the quality of jobs, and stabilizing or expanding the economy. Section I describes the FVTI's Economic Development Organization, focusing on the roles of the FVTI administration, the advisory committee system, the county economic development coordinators, the technical training consultants (TTC's), the content specialists, the implementers, and the Economic Development Resource Board. Section II outlines economic development procedures, which include TTC assignment, business needs assessment, input of needs into the data system, assignment of implementers/content specialists for delivery purposes, determination of costs by TTC/implementer, formal proposal for delivery of services, TTC monitoring of delivery, and evaluation. Section III explains the economic development marketing plan, specifying target markets, marketing strategies, and means of accomplishment. Finally, future plans are discussed, with focus on feasibility studies for a variety of business/education linkages. (LAL)

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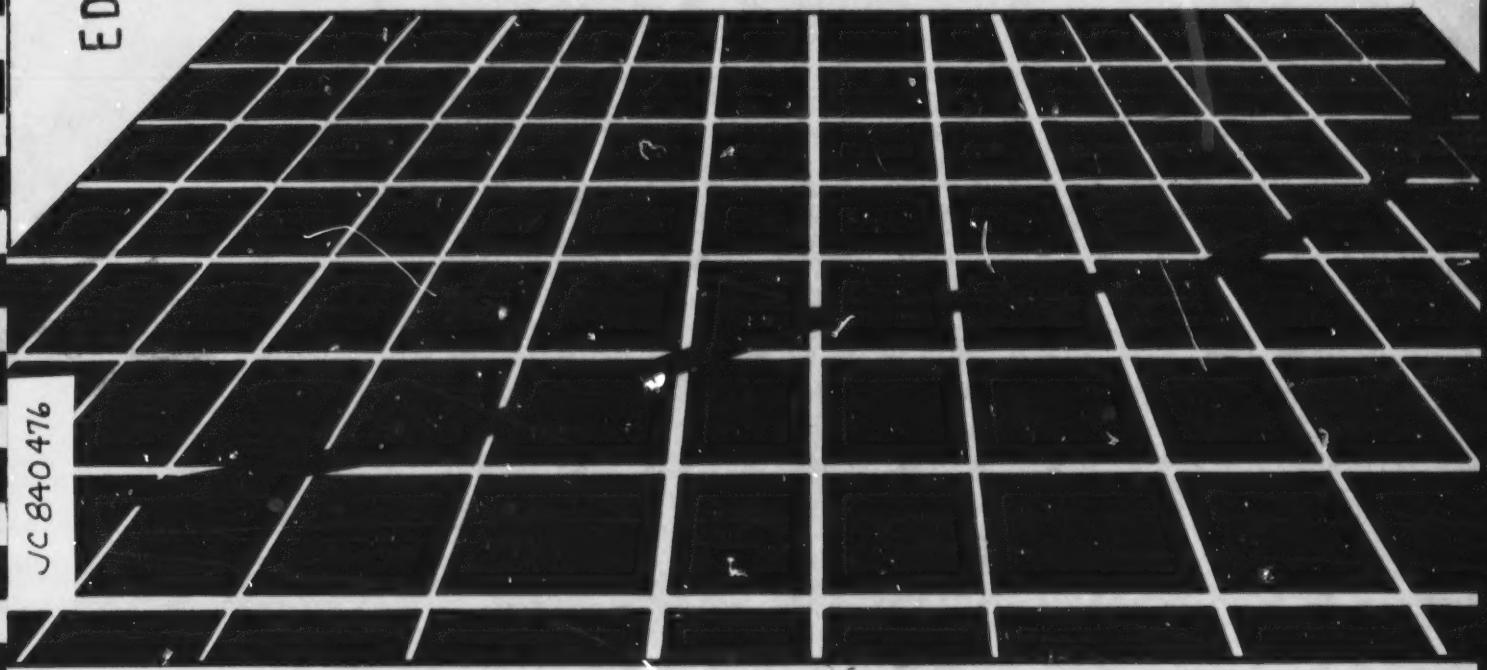
Fox Valley Technical Institute

Economic Development Plan



JC 840 476

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FVTI
ECONOMIC DEVELOPMENT
PLAN

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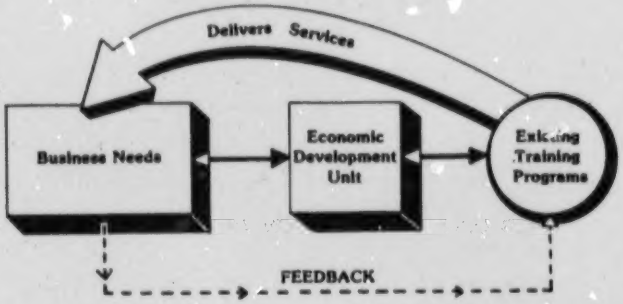
INTRODUCTION

Economic development is an organized effort by the Fox Valley Technical Institute District to assist existing business to expand or become more productive and to assist in attracting or developing new business. This means providing retraining, upgrading, technical services, and initial job training at the times, locations, and in a format that best meets the specific needs of business. That is, the Fox Valley Technical Institute District is a partner in job development and training.

The general goal of the economic development efforts of the Fox Valley Technical Institute District is to help surrounding communities, and individuals in:

1. maintaining or increasing the number of jobs and long-range job prospects;
2. assisting in improving the quality of jobs and work life;
3. stabilizing or expanding their economies.

This plan is designed to be an operating blueprint for the economic development effort at Fox Valley Technical Institute. It was designed following the VTAE Economic Development Guidelines manual and incorporates the necessary operation procedures, descriptions, and resources for all individuals who will be involved in the FVTI effort. The implementation and monitoring of this plan will originate with the Economic Development Division at Fox Valley Technical Institute.

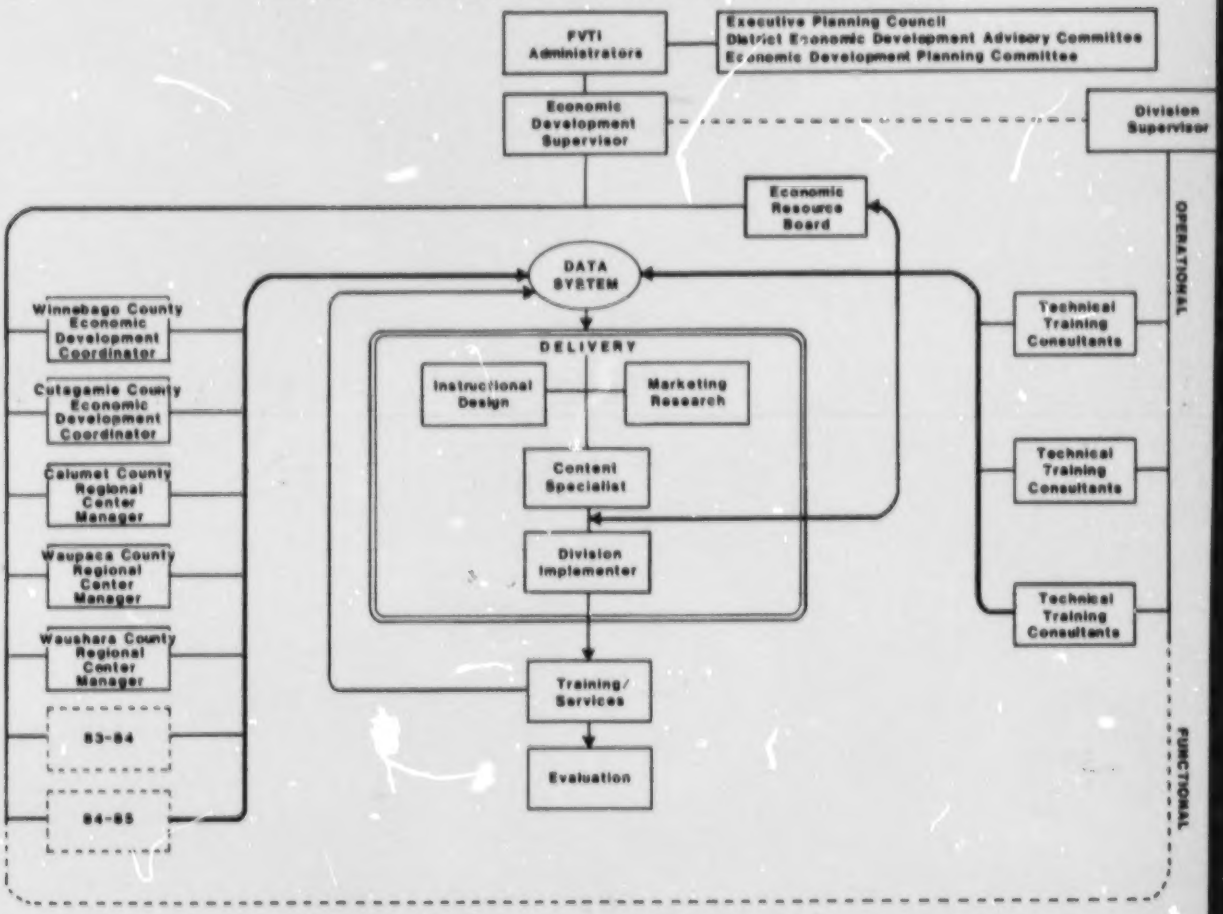


The Fox Valley Institute Economic Development Division provides district training and services to local business. When the Economic Development Division discerns a need in the business community, the staff passes that information to the appropriate program within the institution. The courses or services are planned and provided by staff from existing program areas. The Economic Development Division serves as a liaison during the process and is responsible for evaluating the effort. The Economic Development Division staff develops and maintains the long-term contacts with individual businesses.

The primary benefit of this integrated approach is that by functioning through existing organs of the institution, economic development activities strengthen full-time programs. Existing areas of instruction may be explored and/or new areas of instruction introduced. A secondary benefit of this approach is the opportunity for professional growth of individual staff members through participation in emerging, new, and specialized training.

I. THE ECONOMIC DEVELOPMENT ORGANIZATION

FOX VALLEY TECHNICAL INSTITUTE
ECONOMIC DEVELOPMENT ORGANIZATION PLAN



Fox Valley Technical Institute's Economic Development Plan divides district businesses into separate accounts for purposes of needs identification and delivery of services. This system is established to create an efficient economical process for both FVTI and the district businesses.

The Account System utilizes the following specialists:

A. Administration
B. Advisory Committee System
C. County Economic Development Coordinators
D. Technical Training Consultants
E. Content Specialists
F. Implementers
G. Economic Development Resource Board

FVTI Administrators

A. The FVTI Administration

1. Role and Function:

The FVTI Administration, by virtue of their rank or position, has access to persons at similar organizational levels where items of mutual concerns and interest can be exchanged. The major function of the FVTI Administrator is to cultivate these relationships and thereby establish new accounts for the institution.

2. Major Responsibilities:

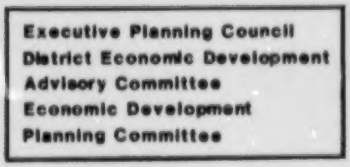
a. Establish personal contacts with executives of district businesses.
b. Make executives aware of FVTI and its capabilities and plans.
c. Introduce executives to the FVTI Economic Development Division.
d. Initiate plans for future cooperation between the business and FVTI.
e. Introduce assigned Technical Training Consultant to Chief Executive Officer.

3. Membership:

The FVTI Administration is comprised of the District Director, the Administrative cabinet members, and interested Board members.

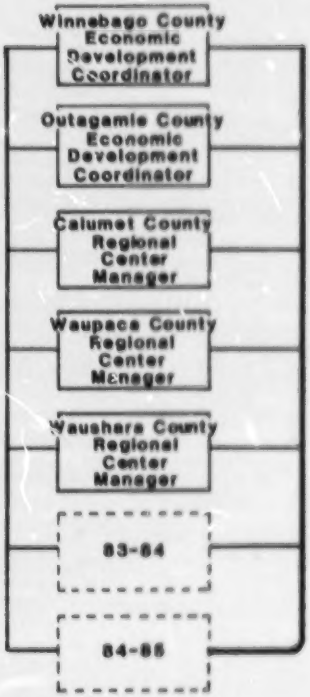
B. Advisory Committee System

1. Executive Planning Council
   a. Chairperson — District Director
   b. Role: To provide the district advisory committee with information for long-range economic development planning and to explore alternative resources for expansion of the business/education linkage.
   c. Function:
      1) To identify business/occupational trends.
      2) To participate in long-range planning/futuristic projections.
      3) To identify financial resources for economic development.
      4) To lobby legislatively and politically
   d. Membership: Five chief executive officers from district business selected by the Director for a three-year term.



2. **District Economic Development Advisory Committee**
   a. **Chairperson**
      Administrator, Economic Development/ Instructional Services
   b. **Role:** To assist the Economic Development Divis in short-term (1-3 year) planning, budgeting, and evaluation based on input from the executive planning committee.
   c. **Function:**
      1) To develop goals for economic development.
      2) To evaluate and review the progress of the economic development division.
      3) To review the mechanics of economic development in relation to target markets.
      4) Promote the economic development efforts of Fox Valley Technical Institute.
      5) To identify financial and human resources.
   d. **Membership:** Five mid-management level planners from district businesses and agencies appointed by the Director for three-year staggered terms.

3. **Fox Valley Technical Institute Economic Development Planning Committee**
   a. **Chairperson** — Supervisor, Economic Development/Adult and Continuing Education.
   b. **Role:** To advise the Economic Development Division on internal procedures and to assist in updating the Business Marketing Plan.
   c. **Functions:**
      1) To identify and refine target markets for economic development.
      2) To resolve internal procedural problems affecting economic development.
      3) To evaluate the economic development procedures and organization at Fox Valley Technical Institute.
      4) To do short-term planning for the effort at Fox Valley Technical Institute.
   d. **Membership:** Seven mid-management FVTI personnel appointed by the Supervisor of Economic Development for a three-year term.



C. County Economic Development Coordinator

1. **Role and Function:**
   The Economic Development Coordinator will plan, develop, implement, and administer the Fox Valley Technical Institute Economic Development Plan for the county in which he/she is located.
2. **Major Responsibilities:**
   a. Collect data on businesses located within that county.
   b. Determine target markets within the assigned county.
   c. Assign Technical Training Consultants to target accounts.
   d. Follow up and evaluate training delivered.
   e. Function as a primary account carrier for major businesses within the assigned county.
   f. Monitor activities of Technical Training Consultants assigned within the county boundaries.
   g. Maintain liaison with professional, trade associations, and Chambers of Commerce within assigned county.

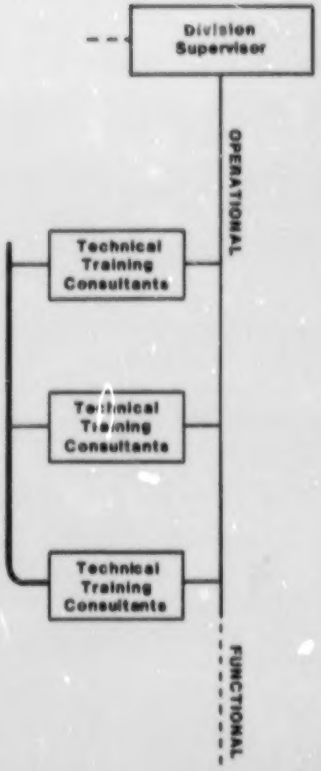
3. **Membership:**
   1. Winnebago County Economic Development Coordinator
   2. Outagamie County Economic Development Coordinator
   3. Regional Center Manager — Waupaca County
   4. Regional Center Manager — Waushara County
   5. Regional Center Manager — Calumet County

D. **Technical Training Consultant**

1. **Role and Function:**
   The Technical Training Consultant will represent all of the training and services of Fox Valley Technical Institute economic development efforts and activities in the arenas of business, industry, governmental and public agencies, and professional trade and technical associations.

   The Technical Training Consultants at Fox Valley Technical Institute will be functionally responsible to the Economic Development Division for the following:

   a. Developing and maintaining contacts as a generalist with assigned business, industry, governmental and public agencies, and professional, trade and technical associations for the purpose of determining education and training needs.



b. Assisting the divisions with the delivery of courses, workshops, seminars, and/or services which meet the needs of assigned accounts.

2. **Major Responsibilities**
   a. Establish and maintain liaison with assigned accounts.
      1) Identify key resource persons within the assigned accounts.
      2) Determine contact schedule for each of the assigned accounts.
   b. Market present FVTI training and services.
   c. Determine, on a formal and informal basis, the present and future services of assigned accounts.
   d. Enter information regarding assigned accounts into FVTI's data system including:
      1) On site visitations
      2) Identified needs
      3) Services provided
   e. Assist the instructional divisions, where appropriate, and monitor the implementation of training and services delivered.
   f. Conduct follow up and evaluation of training and services delivered.

3. **Membership:**
   Any staff member at Fox Valley Technical Institute has the potential to become a Technical Training Consultant. This includes but is not limited to:
   A. Administration
   B. Management Staff
   C. Instructional Staff
   D. Educational Support Personnel
4. **Criteria for Selection of Technical Training Consultants include:**
   A. Knowledge of programs district wide
   B. Willingness/ability to represent all programs/services of FVTI
   C. Willingness/ability to sell FVTI services
   D. Commitment to FVTI and the economic development effort
   E. Characteristics approximate to a sales-like position/activity
   F. Overall knowledge of FVTI/VTAE operations and procedures
   G. Willingness to participate in all economic development in-service and training programs
   H. Ability to identify all training needs of a business

Content Specialist

E. Content Specialist

1. **Role and Function:**
   Content Specialist provides expertise in technical areas. Their function is that of assisting the Technical Training Consultant and the business with curriculum identification and/or development once a specific need has been identified.
2. **Major Responsiblities:**
   a. Curriculum development
   b. Course construction
   c. Competency identification
3. **Membership:**
   Any staff member who has in-depth knowledge/training in an identified need area.

Division Implementer

F. Implementers

1. **Role and Function:**
   The implementer will be responsible for organizing the appropriate resources to deliver course or services. They will also insure that the service is delivered in an efficient and timely manner.

2. **Major Responsibility:**
   a. Secure instructional staff
   b. Develop appropriate course approval/offering forms
   c. Insure organization/development of curriculum
   d. Establish schedule of delivery
   e. Evaluate service/training
3. **Membership:**
   Division mid-management staff

G. **Economic Development Resource Board**

Economic Resource Board

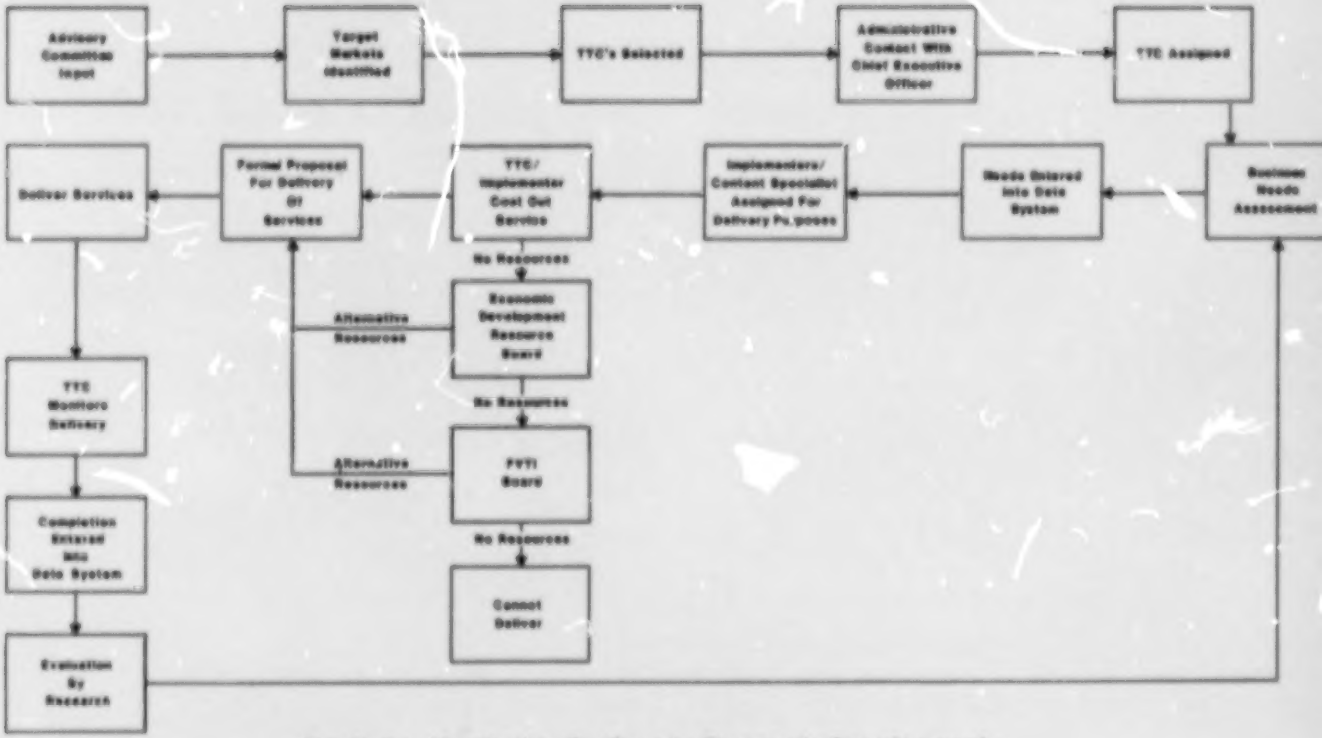
1. **Role and Function:**
   The Economic Development Resource Board consists of a group of individuals from within the Fox Valley Technical Institute organization who will be responsible for reviewing requested training efforts which cannot be funded or staffed through the current instructional resources.

2. **Membership:**
The Economic Development Resource Board will be staffed by the Administrator of Economic Development/Instructional Services, the Administrator of Financial Operations, and the Supervisor of Economic Development/Adult and Continuing Education. In addition, other members will be appointed on a situational basis depending on the division involved, the industry involved, and the type of problem.

3. **Procedures:**

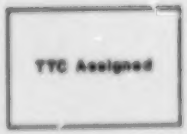
   a. The committee will meet only upon request.
   b. The committee will be called together by the Supervisor, Economic Development/Adult and Continuing Education.
   c. The committee structure, with the exception of the three standing members, will be determined by the Supervisor of Economic Development/Adult and Continuing Education.
   d. A committee meeting will be called only after normal means of problem solving have been exhausted.
   e. The committee's decision with respect to a given problem situation will be final.

II. ECONOMIC DEVELOPMENT PROCEDURES



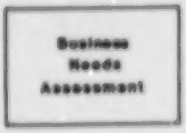
On-Going Monitoring By County Economic Development Coordinator

1. A Technical Training Consultant (TTC) will be assigned as the contact person to an individual business. The Technical Training Consultant will be selected and assigned by the respective County Economic Development Coordinator, after close consultation with the appropriate supervisor. The selection will be based on the criteria listed in the TTC job description section. TTC's will complete a training program on economic development prior to assuming their duties (See Appendix A — Training.)



2. Any contacts made by other FVTI personnel to a target business should first be cleared with the Tecnnical Training Consultant assigned to that business. If no TCC is assigned, contact should be cleared with County Economic Development coordinator for the county in which the business is located. The results of all contacts made will be communicated to appropriate personnel through the FVTI data computer system (PROFS).

3. The Technical Training Consultant will be responsible for collecting data on the assigned business and entering that information into FVTI's data collection system. (See Appendix B — Data System.) A needs identification instrument is available for the initial contact. (See Appendix C — Business/Training Service Needs Analysis.)



Implementers/ Content Specialist Assigned For Delivery Purposes

4. As needs are identified, the Technical Training Consultant will contact the appropriate FVTI department to develop a plan for delivery of training and/or services.

TTC/ Implementer Cost Out Service

5. The implementer will gather the information needed to deliver the service and decide whether or not the service can be delivered in the appropriate time using existing resources.

If curriculum or instructional materials need to be developed the TTC will initiate the action required to form an Instructional Design Team. (See Appendix D — Instructional Design Services.)

If the service cannot be delivered using existing resources the case will be referred to the Economic Development Supervisor for final resolution. Extraordinary cases will be referred to the Economic Development Resource Board.

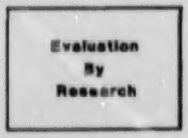
Formal Proposal For Delivery Of Services

6. A proposal with descriptive and costing information will be prepared for the requesting business. (See Appendix E — Costing Guidelines and Program/Service Costing Guidelines and Contract Format.)

7. The Technical Training Consultant will monitor the process from identification of the need to completion of the delivery of services.

8. The County Economic Development Coordinator will, on a regular basis, monitor the accounts within his/her county to evaluate the effectiveness of the FVTI program. (See Appendix F — Accountability/ Quality Control.)

9. Evaluation will be done as a regular part of any service delivered to a business. The evaluation process will be monitored and compiled by the FVTI Research Unit. (See Appendix F — Accountability/ Quality Control.)



10. The Technical Training Consultant will make available to the assigned business a copy of the FVTI portfolio of services and will be responsible for updating that portfolio as is necessary.

11. In all instances, follow-up letters will be generated using the FVTI computer services.

III. ECONOMIC DEVELOPMENT MARKETING PLAN

1982 - 1983
MARKETING STRATEGIES - ECONOMIC DEVELOPMENT

Target Market	Marketing Strategies	How Will This Be Accomplished
Business/Industry/ Agencies/Organizations		
1. Existing Clients (to be identified by internal survey)	1.1. Provide information unique to business and industry in regard to available services offered by FVTI.	1.11 Each business will be assigned to a Technical Training Consultant (TCC)
	1.2 Existing advisory committees shall be encouraged to devote a portion of their efforts to adult continuing education/economic development.	1.12 TTC's will promote FVTI's training and service offerings through personal contacts.
		1.13 The Economic Development Unit will develop a brochure/promotional materials identifying available course offerings and services unique to business/industry.
		1.14 The TTC will identify specific needs for business and industry as well as employees' needs.
		1.15 Division supervisors will include Economic Development as an agenda item for all advisory meetings.

1982-83 Marketing Strategies - Economic Development

Target Market	Marketing Strategies	How Will This Be Accomplished
II. New Clients	2.1 Business requesting service will be assigned a TCC based on one or more of the following criteria:	2.11 The Economic Development division will identify new business which should be followed up by personal contact.
	a) willingness to participate in a formal training needs identification process.	2.12 Establish working relationships with Chamber of Commerce through Economic Development coordinator.
	b) evidence of becoming more technologically advanced.	2.13 Key professional organizations and associations will be identified to help promote FVTI course offerings to their membership.
	c) a need for employer training to expand or acquire new orders or accounts.	2.14 State VTAE and Department of Development information will be monitored by County Economic Development Coordinators to identify new and expanding industries.
		2.15 Key administration personnel will call upon chief executive officers and other key personnel to discuss FVTI in general.

IV. FUTURE PLANNING

24/25

FVTI's Economic Development Plan includes a blueprint for the 1980's and beyond. Cooperative, futuristic thinking and planning with district business is the key to developing a sound long-range economic base for the entire Fox Valley area. To assist in creating an atmosphere for that to happen, FVTI, through its economic development advisory committees, will be conducting feasibility studies for these business-education linkages:

A. High Technology Demonstration/Training Center
B. Faculty/Student Cooperative Education Programs with Business
C. Incubator Facility for New Industry
D. Telecommunications Linkages with District Business
E. The Establishment of a Technical Research Park

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APPENDIX A

TRAINING PLAN

TECHNICAL TRAINING CONSULTANT IN-SERVICE PROGRAM

I. **Economic Development**
   - A. Definition
   - B. Importance — Local, State, National
   - C. Emphasis — Local, State, National
   - D. Fox Valley Technical Institute Emphasis

II. **Fox Valley Technical Institute Economic Development Division**
   - A. Role
   - B. Function
   - C. Organization Chart
   - D. Economic Development Coordinators
   - E. Technical Training Consultants
   - F. Administrator's Role

III. **Technical Training Consultants**
   - A. Role and Importance to FVTI
   - B. Function
   - C. Job Description
   - D. Review of Selection Criteria

IV. **VTAE/FVTI Organization**
- A. History of VTAE/FVTI
- B. Organization of VTAE/FVTI
  1. Board Selection
  2. Organization chart
- C. Financing of VTAE/FVTI
  1. Funding
  2. Aids, local, state, federal
     a. FTE's
     b. State aid formula
     c. Credits
     d. CEU's/CEC's
  3. Taxation
     a. Mill rates
     b. Levies
  4. Tuition

V. **Economic Development Procedures**
- A. General Operating Procedures
- B. Information Reporting and Retrieval
- C. Channels of Reporting
  1. Technical Training Consultants
  2. Administrators' Role
  3. All others
  4. Profs System

VI. **Marketing/Public Information**
- A. Needs Assessment
- B. Product Knowledge
  1. Courses and programs
  2. Services
  3. Literature
- C. Target Areas
- D. Sales Techniques

VII. **Instructional Design Services**

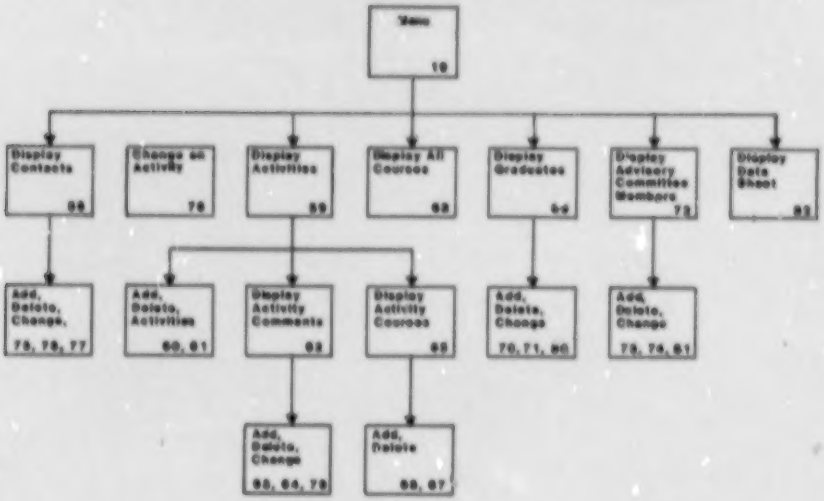
VIII. **Departmental Orientations**

IX. **Cost Calculations**

APPENDIX B

DATA SYSTEM

Computer Data System Display Flowchart



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ECONOMIC DEVELOPMENT REPORTING SYSTEM

The purpose of the Economic Development Reporting System is to provide a data base on district employers and FVTI's services to those employers.

District businesses are to be assigned to Technical Training Consultants, who are to record data on company products, company personnel, visits and services from our staff, and company instructional needs.

The system provides a means of referring company needs to the appropriate department, and recording the activities of FVTI's Technical Training Consultants.

The data system is menu driven, easy to use, and available on terminals throughout the district.

Operation:

Dial on to DOSPROD.
Sign on to CICS.
Press alt and PA2.
Key 'ECON' and press enter.
The menu for 'ECON' will be displayed.

Enter the employer number (six digits) and press the appropriate PF key. (See details for each PF key.)

To leave the transaction at any time, press alt and clear.

On all displays, except the menu, press PF9 to return to the menu, PF8 to return to the previous panel if the previous panel is not the menu, PF4 to page forward, PF5 to page backward.

All displays will show the employer's name, address, and number of employees.

Displays of record adds, changes or deletes will display a successful update message after the update occurs.

If invalid data is entered for an add or change:

A. an error message will appear
B. none of the records on the display will be added or changed
C. correct the nonhighlighted fields
D. press the appropriate PF key to add or change.

PF1 Display Contacts — Panel 58

1. Add contacts — Panel 75
   PF1 Accepts the title code (from page DAAA.0001 in the Mailing Labels Manual), individual's name, and actual title. Press PF1 to add.
2. Change contacts — Panel 77
   Enter code of starting contact to be changed.
   PF2 Enter changes. Press PF1 to update.

3. Delete a contact — Panel 76
   Enter code of contact to be deleted.
   PF3 Displays the contact to be deleted. Press PF2 to delete.

PF2 Display Activities — Panel 59

1. Add activities — Panel 60
   PF1 Enter activities. Press PF1 to add.
2. Change an activity — Panel 78
   Enter activity number.
   PF2 Enter changes. Press PF1 to update.
3. Delete an activity — Panel 61
   Enter the activity number to be deleted.
   PF3 Displays the activity to be deleted.
4. Display comments — Panel 62
   Enter the activity number.
   PF6 Displays the activity, type of comment, and comments.
   A. Add Comments — Panel 63
   PF1 Accepts the type-seg and comment line. The type-seg consists of one character indicating the type (A-activity desc, C-closure, G-general), and three numeric characters indicating the sequence for each type. Press PF1 to add.

B. Change Comments — Panel 79

Enter type-seg of starting comment to be changed.

PF2 The change comment display allows for the changing of 11 detail lines. Press PF1 to update.

C. Delete a Comment — Panel 64

Enter the type-seg of the comment to be deleted.

PF3 Displays the comment to be deleted. Press PF1 to delete.

5. Display Courses — Panel 65

Enter the activity number.

PF7 Displays the activity and related courses.

A. Add courses — Panel 66

PF1 Enter the course numbers. PF1 to add.

B. Delete courses — Panel 67

Enter the course number to be deleted.

PF2 Displays the course to be deleted. Press PF1 to delete.

PF3 Display All Courses — Panel 68

PF4 Display Graduates — Panel 69

1. Add Graduates — Panel 70
   PF2 Enter graduates. Press PF1 to add.
2. Change Graduate — Panel 80
   Enter social security number and grad date.
   PF2 Enter changes. Press PF1 to update.
3. Delete Graduate — Panel 71
   Enter social security number and grad date.
   PF3 Displays the graduates to be deleted. Press PF1 to delete.

PF5 Display Advisory Committee Members — Panel 72

1. Add advisory committee members — Panel 73
   PF1 Enter advisory committee members. Press PF1 to add.
2. Change advisory committee members — Panel 81
   Enter employee number and start date.
   PF2 Enter changes. Press PF1 to update.
3. Delete advisory committee members — Panel 81
   Enter employee number and start date.
   PF3 Display the advisory committee member to be deleted. Press PF1 to delete.

PF6 Display Data Sheet — Panel 82

```
          FOX VALLEY TECHNICAL INSTITUTE          DMXA0919
            ECONOMIC DEVELOPMENT MENU          $$PAGES 0010
              EMPLOYER NUMBER:
ENTER EMPLOYER NUMBER
PF1 - DISPLAY CONTACTS
PF2 - DISPLAY ACTIVITIES
PF3 - DISPLAY COURSES
PF4 - DISPLAY GRADUATES
PF5 - DISPLAY ADVISORY COMMITTEE MEMBERS
PF6 - DISPLAY DATA SHEET
```

PANEL 58 - ACCOUNT CONTACTS

```
                        FOX VALLEY TECHNICAL INSTITUTE          DMSA0058
EMP. NO: 123456         ECONOMIC DEVELOPMENT CONTACTS        **PAGES 0010
WOLF RIVER PAPER CO
212 INDUSTRIAL DRIVE
APPLETON              WI 54911          NUMBER OF EMPLOYEES      712
GENERAL
 TITLE
 CODE  NAME                    ACTUAL TITLE                CODE TITLE
  001  ROBERT REDFORD          SALESMAN                    SALES MANAGER
  002  JOHN MILLS              HEAD ACCOUNTANT             ACCOUNTING MANAGER
  006  BILLY SMITH             TRAINER                     PERSONNEL MANAGER
  ***  ********************** **********************

PF1 - ADD CONTACTS                                        PF4 - PAGE FORWARD
PF2 - CHANGE CONTACTS - ENTER TITLE CODE                  PF5 - PAGE BACKWARD
PF3 - DELETE CONTACT  - ENTER TITLE CODE:                 PF9 - RETURN TO MENU
```

PANEL 59 - TTC'S ACCOUNT ACTIVITIES

```
                          FOX VALLEY TECHNICAL INSTITUTE          DMSA0059
EMP. NO: 123456          ECONOMIC DEVELOPMENT ACTIVITIES      **PAGES 0010
WOLF RIVER PAPER CO                    NUMBER OF EMPLOYEES     712
212 INDUSTRIAL DRIVE                   STATUS: A=ACTIVE C=CLOSING P=POSTPONED
APPLETON              WI 54911         CLOSURE: S=SUCCESSFUL N=NOT DELIVERED
          TECHNICAL                    SERVICE: T=TRAINING S=SERVICE V=VISIT J=JOI
ACTIVITY  -TRAINING CONSULTANT---                ACTIVITY    -CLOSURE-  DEPT SERV
NUMBER  EMP NO      NAME            STATUS  DATE       DATE    ID REFER TYPE
000001  35275 KUBA JERALD             C  12/21/82  12/22/82 S   0413 T
000002  35275 KUBA JERALD             A  12/21/82  00/00/00     0000
******  *****                         * ********** ********** *   **** ****
```

```
PF1 - ADD ACTIVITIES
PF2 - UPDATE ACTIVITY   - ENTER ACTIVITY NUMBER
PF3 - DELETE ACTIVITY   - ENTER ACTIVITY NUMBER          PF4 - PAGE FORWARD
PF6 - DISPLAY COMMENTS  - ENTER ACTIVITY NUMBER          PF5 - PAGE BACKWARD
PF7 - DISPLAY COURSES   - ENTER ACTIVITY NUMBER:         PF9 - RETURN TO MEN
```

PANEL 62 - TTC'S ACCOUNT COMMENTS

```
                        FOX VALLEY TECHNICAL INSTITUTE          DMSA0062
EMP. NO: 123456     ECONOMIC DEVELOPMENT ACTIVITY COMMENTS       **PAGES 0010
WOLF RIVER PAPER CO                  NUMBER OF EMPLOYEES     712
212 INDUSTRIAL DRIVE                 STATUS: A=ACTIVE C=CLOSING P=POSTPONED
APPLETON              WI 54911       CLOSURE: S=SUCCESSFUL N=NOT DELIVERED
          TECHNICAL                  SERVICE: T=TRAINING S=SERVICE V=VISIT J=JOB
ACTIVITY  -TRAINING CONSULTANT---                ACTIVITY    -CLOSURE-  DEPT SERV
NUMBER  EMP NO      NAME                    STATUS  DATE      DATE   ID REFER TYPE
000001  35275 KUBA JERALD                     C   12/21/82  12/22/82 S   0413 T
TYPE-SEQ       TYPE: A=ACTIVITY DESC   C=CLOSURE   G=GENERAL COMMENT
  A001  IDENTIFIED NEED FOR SELF ENRICHMENT COURSES DUE TO OVERWORKED STAFF.
  A002  EMPLOYEES SHOW AN INTEREST IN OUTDOOR ACTIVITIES.
  C001  RAN SEVERAL CONSERVATION COURSES DURING THE NOON HOUR FOR OFFICE
  C002  EMPLOYEES.
  ****  ********************************************************************
PF1 - ADD COMMENTS        PF4 - PAGE FORWARD      PF5 - PAGE BACKWARD
PF2 - CHANGE COMMENTS - ENTER TYPE & SEQ          PF8 - RETURN TO PREVIOUS MENU
PF3 - DELETE COMMENT  - ENTER TYPE & SEQ:         PF9 - RETURN TO MENU
```


BEST COPY AVAILABLE

PANEL 65 - COURSES RUN PER ACTIVITY

```
                        FOX VALLEY TECHNICAL INSTITUTE          DMSA0065
EMP. NO: 123456       ECONOMIC DEVELOPMENT ACTIVITY COURSES      ##PAGES 0010
WOLF RIVER PAPER CO                    NUMBER OF EMPLOYEES     712
212 INDUSTRIAL DRIVE                   STATUS: A=ACTIVE C=CLOSING P=POSTPONED
APPLETON              WI 54911         CLOSURE: S=SUCCESSFUL N=NOT DELIVERED
          TECHNICAL                    SERVICE: T=TRAINING S=SERVICE V=VISIT J=JOB
ACTIVITY  -TRAINING CONSULTANT-              ACTIVITY    -CLOSURE-   DEPT SERV
NUMBER  EMP NO     NAME                   STATUS  DATE     DATE    ID REFER TYPE
000001  35275 KUBA JERALD                    C   12/21/82  12/22/82 S   0413 T
UNIQUE                          START       END
NUMBER  DESCRIPTION             DATE        DATE     LOC  ROOM  ENROLLED
 10041  RECRUIT SCHOOL          06/01/81  07/24/81  01  G109        0
 10049  TYPING REVIEW           06/22/81  08/14/81  01  A127        0
 20000  HOLIDAY WORKSHOP        09/20/82  11/22/82  04  CHS         0
 20023  PHOTOGRAPHY BEGIN       09/20/82  11/22/82  21  SHS         0
 20041  BOOKKEEPING I           09/20/82  11/22/82  21  SHS         0
 35000  COMM-GENERAL            11/22/82  01/14/83  01  G200        0
 *****

PF1 - ADD COURSES                                  PF5 - PAGE BACKWARD
PF2 - DELETE COURSE - ENTER COURSE NUMBER:         PF8 - RETURN TO PREVIOUS MENU
PF4 - PAGE FORWARD                                 PF9 - RETURN TO MENU
```

PANEL 68 - ALL COURSES OFFERED TO ACCOUNT

FOX VALLEY TECHNICAL INSTITUTE — DMSA0068
EMP. NO: 123456 — ECONOMIC DEVELOPMENT COURSES — PAGE 1
WOLF RIVER PAPER CO — NUMBER OF EMPLOYEES 712
212 INDUSTRIAL DRIVE
APPLETON WI 54911

UNIQUE NUMBER	DESCRIPTION	START DATE	END DATE	LOC	ROOM	ENROLLED
10041	RECRUIT SCHOOL	06/01/81	07/24/81	01	G109	0
10049	TYPING REVIEW	06/22/81	08/14/81	01	A127	0
20000	HOLIDAY WORKSHOP	09/20/82	11/22/82	04	CHS	0
20023	PHOTOGRAPHY BEGIN	09/20/82	11/22/82	21	SHS	0
20041	BOOKKEEPING I	09/20/82	11/22/82	21	SHS	0
35000	COMM-GENERAL	11/22/82	01/14/83	01	G200	0

PF4 - PAGE FORWARD PF5 - PAGE BACKWARD PF9 - RETURN TO MENU

PANEL 69 - FVTI GRADUATES EMPLOYED AT ACCOUNT

```
                        FOX VALLEY TECHNICAL INSTITUTE          DMSA0069
EMP. NO: 123456         ECONOMIC DEVELOPMENT GRADUATES          ##PAGES   0010
WOLF RIVER PAPER CO                        NUMBER OF EMPLOYEES     712
212 INDUSTRIAL DRIVE
APPLETON              WI 54911
  SOCIAL                                GRAD       HIRE      PROG    PROGRAM
  SEC NO.    NAME                       DATE       DATE      CODE    DESCRIPTION
393-38-1933 BOB KEEHAN                 04/03/78   04/03/78  10-107-1 DATA PROCESSING
395-46-1456 WILLIAM IHLENFELDT          02/16/78   02/16/78  10-101-1 ACCOUNTING
*********** ********************       ********   ********  ******** 

PF1 - ADD GRADUATES
PF2 - CHANGE GRADUATES -                                  PF4 - PAGE FORWARD
      ENTER SOCIAL SECURITY NO. AND GRAD DATE             PF5 - PAGE BACKWARD
PF3 - DELETE GRADUATE -                                   PF9 - RETURN TO MENU
      ENTER SOCIAL SECURITY NO. AND GRAD DATE: G              YYMMDD
```

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PANEL 72 - FVTI ADVISORY COMMITTEE MEMBERS FROM ACCOUNT

```
                        FOX VALLEY TECHNICAL INSTITUTE          DMSA0072
EMP. NO: 123456 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEMBERS   **PAGES 0010
WOLF RIVER PAPER CO                        NUMBER OF EMPLOYEES     712
212 INDUSTRIAL DRIVE
APPLETON              WI 54911
 EMPLOYEE                          START      END       PROG    PROGRAM
  NUMBER     NAME                  DATE       DATE      CODE    DESCRIPTION
  04300      DON BENO            01/14/82   01/14/82  10-106-2 SECRETARIAL SCI
  04315      MERLIN GENTZ        05/06/82   07/04/82  10-101-1 ACCOUNTING
**********   ********************  ********   ********  ********
```

```
PF1 - ADD ADVISORY COMMITTEE MEMBERS
PF2 - CHANGE ADVISORY COMMITTE MEMBERS -                    PF4 - PAGE FORWARD
      ENTER EMPLOYEE NUMBER AND START DATE                  PF5 - PAGE BACKWARD
PF3 - DELETE ADVISORY COMMITTE MEMBERS -                    PF9 - RETURN TO MENU
      ENTER EMPLOYEE NUMBER AND START DATE: A          YYMMDD
```

PANEL 82 - ACCOUNT COMPOSITE DATA SHEET

```
  03/07/83                FOX VALLEY TECHNICAL INSTITUTE              DMSA0082
  EMP. NO. 123456         ECONOMIC DEVELOPMENT DATA SHEET             PAGE  1
WOLF RIVER PAPER CO
212 INDUSTRIAL DRIVE
APPLETON                WI 54911                    NUMBER OF EMPLOYEES     712

EMP NO.   TECHNICAL TRAINING CONSULTANT
 21920    GROSSKOPF GWEN
 45830    HANKERVIS CAROLYN
 71250    WOLF JEROME
 45975    NEILSON REBECCA

                          ----------GROUP CODES----------
GROUP     DEPT    DESCRIPTION
002611    00001   PULP MILLS
002631    00001   PAPER MILLS
002641    00001   PAPER COATING AND GLAZING
910015    00332   CATALOG MAILING LIST

 PF1 - PAGE 1   PF4 - PAGE FORWARD  PF5 - PAGE BACKWARD  PF9 - RETURN TO MENU
```

```
  03/07/83                FOX VALLEY TECHNICAL INSTITUTE              DMSA0082
  EMP. NO. 123456         ECONOMIC DEVELOPMENT DATA SHEET             PAGE  2
                          ----------CONTACTS-----------
CODE NAME                        ACTUAL TITLE              CODE TITLE
 001 ROBERT REDFORD              SALESMAN                  SALES MANAGER
 002 JOHN MILLS                  HEAD ACCOUNTANT           ACCOUNTING MANAGER
 006 BILLY SMITH                 TRAINER                   PERSONNEL MANAGER

                          ----------GRADUATES----------
  SOCIAL                           GRAD      HIRE      PROG
  SEC NO.    NAME                  DATE      DATE      CODE    PROGRAM
393-38-1933 BOB KEEHAN            04/03/78  04/03/78  10-107-1 DATA PROCESSING
395-46-1456 WILLIAM IHLENFELDT    02/16/78  02/16/78  10-101-1 ACCOUNTING

                          --ADVISORY COMMITTEE MEMBERS---
  EMPLOYEE                         GRAD      HIRE      PROG
   NUMBER    NAME                  DATE      DATE      CODE    PROGRAM
   04300     DON BENO              01/14/82  01/14/82  10-106-2 SECRETARIAL SCI
   04315     MERLIN GENTZ          05/06/82  07/04/82  10-101-1 ACCOUNTING

PF1 - PAGE 1   PF4 - PAGE FORWARD  PF5 - PAGE BACKWARD  PF9 - RETURN TO MENU
```

03/07/83 FOX VALLEY TECHNICAL INSTITUTE DMSA0082
EMP. NO. 123456 ECONOMIC DEVELOPMENT DATA SHEET PAGE 3

----------COURSES----------

UNIQUE NUMBER	DESCRIPTION	START DATE	END DATE	LOC	ROOM	ENROLLED	ACTIVITY NUMBER
10041	RECRUIT SCHOOL	06/01/81	07/24/81	01	G109	0	000001
10049	TYPING REVIEW	06/22/81	08/14/81	01	A127	0	000001
20000	HOLIDAY WORKSHOP	09/20/82	11/22/82	04	CHS	0	000001
20023	PHOTOGRAPHY BEGIN	09/20/82	11/22/82	21	SHS	0	000001
20041	BOOKKEEPING I	09/20/82	11/22/82	21	SHS	0	000001
35000	COMM-GENERAL	11/22/82	01/14/83	01	G200	0	000001

----------PROJECT----------

ACTIVITY NUMBER	TECHNICAL -TRAINING CONSULTANT- EMP NO	NAME	STATUS	ACTIVITY DATE	CLOSURE DATE	DEPT REFER	SERVICE TYPE
000001	35275	KUBA JERALD	CLOSED	12/21/82	12/22/82	0413	TRAINING

COMMENTS

DESC IDENTIFIED NEED FOR SELF ENRICHMENT COURSES DUE TO OVERWORKED STAFF.

PF1 - PAGE 1 PF4 - PAGE FORWARD PF5 - PAGE BACKWARD PF9 - RETURN TO MENU

```
03/07/83                FOX VALLEY TECHNICAL INSTITUTE              DMSA0082
EMP. NO. 123456         ECONOMIC DEVELOPMENT DATA SHEET             PAGE  4
                                COMMENTS
        EMPLOYEES SHOW AN INTEREST IN OUTDOOR ACTIVITIES.
CLOSURE RAN SEVERAL CONSERVATION COURSES DURING THE NOON HOUR FOR OFFICE
        EMPLOYEES.

                          ----------PROJECT----------

          TECHNICAL
ACTIVITY  -TRAINING CONSULTANT--                    ACTIVITY CLOSURE  DEPT SERVICE
 NUMBER EMP NO NAME                  STATUS           DATE     DATE  REFER TYPE
 000002 35275  KUBA JERALD           ACTIVE       12/21/82 00/00/00 0000 TRAINING

                                COMMENTS
DESC    WOLF RIVER PAPER CO. WOULD LIKE A LASER COURSE AS SOON AS POSSIBLE.
        NEW LASER EQUIPMENT IS BEING INSTALLED JAN 15TH.
********************************************************************************


PF1 - PAGE 1   PF4 - PAGE FORWARD  PF5 - PAGE BACKWARD  PF9 - RETURN TO MENU
```

ECONOMIC DEVELOPMENT REPORTS

Data Sheet
Graduate List by Employer
Courses by Technical Training Consultant
Open Orders by Technical Training Consultant
Closed Orders by Technical Training Consultant
Courses by Department
Employers by Technical Training Consultant

APPENDIX C

BUSINESS TRAINING/SERVICE NEEDS ANALYSIS

NEEDS ASSESSMENT GUIDELINES

The following are guidelines for Technical Training Consultants when conducting a needs assessment for an assigned account. The needs assessment sections should be conducted in a group discussion (think-tank format) with as many individuals from top management as is possible. The time involved should be limited to 45 minutes unless those present agree to spend more time on the topic. After the session, the Technical Training Consultant should organize and transcribe the information gathered and send copies back to those who participated for their review and comment. Only after their comments are received should the information be entered into the FVTI Data System.

The following areas should be explored in terms of possible training or service needs that could be satisfied by FVTI:

1. New equipment planned within the next 12 months.
2. Facility expansion (new or existing) planned within the next 12 months.
3. New techniques or technology that will be implemented in the next 12 months.
4. Human resource development planning at the business.
5. Pending governmental regulation changes.
6. Future trends within the industry.
7. Problems that exist within the industry.
8. Pending changes in staff demographics.

APPENDIX D

INSTRUCTIONAL DESIGN SERVICES

INSTRUCTIONAL DEVELOPMENT AT FVTI

1. **Role and Function:**
   The Instructional Development Unit is organized to provide services in the development and revision of curriculum and in the production and/or acquisition of print and non-print instructional resources.

   The complete philosophy, guidelines, and procedures for the FVTI Instructional Development Unit are contained in the Operating System Manual print:

   INSTRUCTIONAL DEVELOPMENT AT FVTI
   Operating Policies and Systems
   of the Instructional Development Unit

2. **Procedures:**
   A. Curriculum or learning resources which are insufficient, inappropriate for identified needs are identified by the TTC, Implementer, or Content Specialist.
   B. Instructional Development Services are initiated through guidelines and procedures on the following pages.
   C. Completion of the "Instructional Development Project Application Form" and the "WisCom Curriculum Profile" will identify the specific developmental activities that are required.

D. Instructional Development contracts will be completed specifying completion dates and compensations required.

E. Implementation of the team approach to curriculum revision and development, and instructional materials acquisition and production will insure competent application of philosophies and methodologies adopted by the Board and substantiated by past FVTI practices.

GUIDELINES FOR APPLICATION AND CONTRACTS
INTRODUCTION

These guidelines apply to the following categories of instructional development projects:

1. all those funded to the developer by the Fox Valley Technical Institute
2. all those completed under Professional Assignment Agreements
3. all others referred by the Media Center and Computer-based Education units because of size and/or impact on curriculum

DEFINITIONS

1. INSTRUCTIONAL DEVELOPMENT —
   The design and development of all facets of the teaching/learning process.
2. CURRICULUM —
   A detailed plan for learning.
3. LEARNING RESOURCES —
   All tools, equipment, supplies, and print and non-print media used to facilitate the teaching/learning process.
   NOTE: To differentiate between the above terms:
   1. INSTRUCTIONAL DEVELOPMENT includes the development of CURRICULUM, as well as LEARNING RESOURCES.

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2. CURRICULUM is the written plan which identifies the needed LEARNING RESOURCES.
3. The development of CURRICULUM, precedes the development of LEARNING RESOURCES.

FORMS

1. INSTRUCTIONAL DEVELOPMENT PROJECT APPLICATION — 4 parts
2. INSTRUCTIONAL DEVELOPMENT CONTRACT — 4 parts
3. CURRICULUM PROFILE — 1 part

PROCEDURE

RESPONSIBILITY	ACTION
Requester	1. Completes **INSTRUCTIONAL DEVELOPMENT PROJECT APPLICATION** form (4 parts). Discusses with Program Coordinator and Division Supervisor.
Division Supervisor	2. Approves and forwards to Administrator, Instructional Development and Operations.
Administrator, Instructional Development Operations	3. Reviews with members of Institutional Planning team.
	If disapproves,
	4. Returns to Requester through Division Supervisor, with comments.
	If approves,
	5. Assigns project number.
	6. Prepares **INSTRUCTIONAL DEVELOPMENT CONTRACT** — 4 parts.
	7. Signs and obtains signature of Developer.

RESPONSIBILITY	ACTION
	8. Distributes **APPLICATION** and **CONTRACT**: Parts— 1, 2, & 3 to Manager of appropriate instructional development function. Part— 4 (gold) to Division Supervisor.
Manager of Instructional Development Function	9. Meets with Requester. 10. Discusses project and initiates production process. 11. Distributes **APPLICATION** and **CONTRACT**: Part— 1 (white) to Production Control Notebook Part 2 (yellow) to Project File Part 3 (pink) to Requester When project is completed:
Division Supervisor	12. Approves completed work on Part— 4 (gold) of **CONTRACT**. Forwards memo to Payroll to authorize final payment.

Instructional Development
Project Application

Date Application Initiated _____ Project No. Assigned _____

Target Completion Date _____ New Project _____ Revision ____

Project Requestor _____

Division _____ Department _____

Project Description

Project Title _____

Category: Curriculum (a detailed plan for learning) ___ Enclose a WisCom Curriculum Profile and Introduction.

Learning Resources (Indicate format below) ___ Enclose a content outline and one page description for each separate resource item.

CAI _____ Slide _____ Tape _____ Video _____ Overhead _____

Demo. Model _____ Other _____

Statement of Need

Describe Research Completed to Identify Available Materials

_____

Funding

Source of Funds: District _____ State _____ Fed. Proj. _____ Other: _____

Projected Cost: Salary of Developer _____ hours x $_____/hr = $_____

Other (describe)_____ $_____

Total $_____

_____

Submitted by _____ _____ Notes:
Signature Date

Approved by _____ _____ _____
Division Supervisor Date

Approved by _____ _____
Administrator-Instructional & Economic Development Services Date

R054C83

Project No. _____

INSTRUCTIONAL DEVELOPMENT CONTRACT

This contract constitutes an agreement to complete the instructional development work detailed on the attached Instructional Development Project Application (with attachments), and is subject to the following conditions:

1. All work is to be completed prior to _____.
2. Total compensation will be $ _____.
3. Time card records shall be maintained and submitted to your supervisor for processing.
4. The final 25% of the payment shall be made after approval of the completed work by your supervisor.
5. All curriculum shall conform to the formats and guidelines of the WisCom Curriculum System.
6. All developed materials will be shared with other FVTI instructors who can benefit from their use.
7. All materials developed under this contract are the property of the Fox Valley Technical Institute and will be used and disseminated at the discretion of the District Board.

Parties to Contract

Curriculum Developer	Date
Administrator - Operations and Instructional Development	Date

Final Approval of Completed Work

Division Supervisor	Date
Manager-Instructional Development Unit	Date

Duration of Contract

Inclusive dates of contract are _____ to _____

This contract becomes null and void as of the end of the fiscal year in which it is originated.

R054D83

VTAE District: _____

Developer: _____

CURRICULUM PROFILE

Description (Describe to lowest level applicable.)

TITLE-Program: _____ Number: _____

Course: _____ Number: _____

Unit: _____ Number: _____

Task/Module: _____ Number: _____

Narrative Description of Instructional Content

APPROXIMATE LENGTH OF INSTRUCTION (Full-time weeks or hours): _____

Checkmarks (x) opposite the descriptors listed below indicate the contents and characteristics of the curriculum materials identified above.

Management Strategies

This set of curriculum materials supports the following management strategies:

Individualized Instruction	_____	Team Teaching	_____
Group-Based Instruction	_____	Stacked Classes	_____
Multiple Entry/Exit	_____	Modular Enrollment	_____
Year-Round Operation	_____	Outreach Delivery	_____

Curriculum Components

This set of curriculum materials contains the following components.

1. GENERAL INFORMATION
   - A. Table of Contents . . . . . _____
   - B. Introduction . . . . . _____
   - C. Curriculum Profile . . . . . _____
   - D. Institutional Data Sheet . . . . . _____

2. INSTRUCTORS' GUIDE AND STUDENT GUIDE
   - A. Instructor's Guide . . . . . _____
   - B. Student Guide . . . . . _____

3. PLANNING AND MANAGEMENT WORKSHEETS
   - A. Job Description(s) . . . . . _____
   - B. Job Mobility Chart . . . . . _____
   - C. Occupational Analysis Chart . . . . . _____
   - D. Task Performance Guide . . . . . _____
   - E. Task Rating Form . . . . . _____
   - F. Program Goal List . . . . . _____

G. Program Task List . . . . . ____
H. Program Content Outline . . . . . ____
I. Program Blocking Worksheet . . . . . ____
J. Program Course List . . . . . ____
K. Course Description(s) . . . . . ____
L. Course Task List . . . . . ____
M. Course Content Outline . . . . . ____
N. Course Objective List . . . . . ____
O. Objective-Based Student Evaluations . . . . . ____
    O1. Oral/Verbal . . . . . ____
    O2. Computer-Based . . . . . ____
    O3. Paper-Pencil . . . . . ____
    O4. Performance Checklist . . . . . ____
    O5. Product Checklist . . . . . ____
    O6. Performance/Product Checklist . . . . . ____
P. Evaluation Answer Keys . . . . . ____
Q. List of Student Evaluations . . . . . ____
R. Resource List . . . . . ____
    R1. Media List . . . . . ____
    R2. Equipment List . . . . . ____
    R3. Materials/Supplies List . . . . . ____
    R4. Resource Persons and Organizations List . . . . . ____
S. Student Progress Record . . . . . ____
T. Evaluation of Course . . . . . ____
U. Learning Contract . . . . . ____

OTHER:

V. _____ ____
W. _____ ____
X. _____ ____

4. INSTRUCTIONAL MATERIALS

A.	Instructional Modules	____
	A1. Module Title Sheets	____
	A2. Module Overview	____
	A3. Module Study Guide	____
B.	Information Sheets	____
C.	Assignment Sheets	____
D.	Project Sheets	____
E.	Job Sheets	____
F.	Procedure Sheets	____
G.	Lab Experiments	____
H.	Worksheets	____
I.	Practice Exercises	____
J.	Review Exercises	____
K.	Self Evaluations	____
L.	Self Progress Reviews	____
M.	Occupational Vocabulary List	____
N.	Note Taking Guide Sheets	____
O.	Professional Reading Guides	____
P.	Field Trip Guides	____
Q.	Augmentation Units	____
R.	Quest Experiences	____
S.	Textbook/Learning Manual (locally produced)	____

OTHER:

T.	_____	____
U.	_____	____
V.	_____	____

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APPENDIX E

PROGRAM/SERVICE COSTING GUIDELINES AND CONTRACT FORMAT

COST GUIDELINES

1. The District policy shall be to offer aidable tuition and fees courses whenever possible. When a course is offered to less than 12 persons, when services are offered outside of District boundaries, or when the services offered are non-instructional (this includes the customizing of curriculum materials) Technical Assistance Program Guidelines shall be used. (This policy replaced the former "excess fee" policy.)
2. All technical assistance costs and contracts are subject to the review and approval of the FVTI District Board under established approval procedures. (See the Technical Assistance Program Manual, Page DA.00001.)
3. Technical assistance charges to organizations and businesses within the boundaries of the Fox Valley Technical Institute District will reflect recovery of actual expenses plus 5 percent overhead.

   A district business shall be defined as one which maintains employees and offices within the district and does business within or provides service to the District.

   If a service provided to a District business will primarily benefit out-of-district persons or entities, or if the service itself is to be delivered at an out-of-district site, this specific service will be provided at appropriate out-of-district rates.

4. Technical assistance charges to organizations and businesses within Wisconsin but outside of the FVTI District will reflect full recovery of actual expenses plus a 50.6 percent full District overhead rate.

5. All out-of-state services provided to Wisconsin organizations shall be set at full recovery of expenses including an overhead rate of 27.5 percent plus a mark up of 50 percent.

6. Charges for technical assistance activities will, in all cases, be set so as to compensate District taxpayers for costs incurred.

7. All contacts for technical assistance services shall conform to the Wisconsin Statutes, Section 678m, Chapter 20, Laws of 1981, Section 38.14(3) and subsequent revisions thereto. Detailed procedures for contracts for services are in the District Technical Assistance Program Manual, Vol. 37.

All costs on the following pages are subject to annual review and update by appropriate Fox Valley Technical Institute staff and the District Board.

APPENDIX F

ACCOUNTABILITY/QUALITY CONTROL

ACCOUNTABILITY/QUALITY CONTROL

Quality control and accountability are of paramount importance in the effective development of FVTI's linkage with the business community. Quality control focuses primarily on the delivery of instruction in a timely, effective, and content-specific manner to insure the desired competencies are achieved at the level and within the time frame specified. Accountability, on the other hand, is a measure of our efficiency in the development of linkages with businesses in our target market including contact frequency, quality, and the follow through to meet the identified objectives.

QUALITY CONTROL

Quality control of the instructional process will include a two-phrase evaluation. All individuals participating in the service or training will be required to complete the FVTI Evaluation of Instruction form which will then be processed by the FVTI Research Division with feedback to the Economic Development Division for review.

Technical Training Consultants will also do an audit with the management staff on the participating business as to its perception of the effectiveness of the training/services in meeting the objectives specified in the contract.

ACCOUNTABILITY

The performance of the Technical Training Consultants as related to their assigned accounts will be monitored by the County Economic Development Coordinator according to the following criteria:

1. Contacts made.
2. Headcount/FTE's generated

The summary of this data will be evaluated by the Economic Development Division supervisor in conjunction with the appropriate instructional division supervisor.

All quality control and accountability information gathered from the evaluators will be channeled to the FVTI Economic Development Planning Committee for evaluation on a quarterly basis. The Economic Development Plan and marketing effort will be modified accordingly.

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